

Guidelines for Kotahitanga meetings

Statement:

The Hospital Play Specialists Association Aotearoa New Zealand (HPSAANZ) values cluster meetings for professional networking, the sharing of ideas, innovations and practice, developing knowledge and reducing professional isolation, these meetings will be referred to as Kotahitanga.

The Hospital Play Specialists Executive will provide a supportive role for cluster meetings, encouraging services to participate and publicising meetings through emails and facebook groups to the membership.

Kotahitanga expectations:

- Kotahitanga are the responsibility of the group/ working party, The executive are not involved in facilitating or organising these Kotahitanga but are available for support.
- Each Kotahitanga is organised into groups according to the Te Whatu Ora districts and is supported to hold one face to face meeting bi-annually.
- Kotahitanga will be arranged and organised by members of the region the Kotahitanga is being held for.
- Feedback on current topics and/or reviews will be included in the agenda if requested by the HPSAANZ.
- Funding can be claimed by sending photos of original receipts to the HPSAANZ Treasurer on email treasurer.hospitalplaynz@gmail.com.
- Organisational support can be requested from the HPSAANZ if needed.
- An article for the next issue of our Panui will be produced to share information and learning, innovative ideas, on-going projects etc with the membership.
- Cluster groups need to put out a proposal to present HPSAANZ executive committee, see template for what is required for the proposal.
- There are Four regions, Northern, Te Manawa Taki, Central and Te Waiponamu. This split is flexible however as we understand that some services may wish to join with another region, due to the number of HPS in your region.
- The proposal needs to be received at least 15 clear days before your planned Kotahitanga and you can expect a reply from the executive committee from 5 clear days after your submission. (Clear days means not the day sent and not the day you receive a reply. Clear days include weekends). There may be a request for more information so the sooner we receive your request the better.
- The HPSAANZ commits to supporting cluster meetings with a grant of \$1500 - \$2000 per region biannually. The amount approved is variable to support as many people as possible to attend without costs being a limitation. The grant may be spent on:
 - venue
 - speaker
 - food

- travel
- resources for services

Our regions are:

Northern – Northlands, Waitakere, Wilson centre, Starship and Kidz First.

Te Manawa Taki – Waikids, Tauranga, Rotorua, Taranaki, Gisborne.

Central – Hawkes bay, Wellington, Lower hutt.

Te Waipounamu – Nelson, Christchurch, Dunedin, Invercargill.

Document to be renewed 6 monthly for the first two years to ensure it is meeting the needs of the membership being a new document.

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¹ updated 30 April 2023